KING COUNTY
e-Commerce Project Manager
Information Systems Analyst IV
DEPARTMENT OF EXECUTIVE SERVICES
Information and Telecommunications Services Division
Annual Salary: $70,875.07 to $99,873.42
Job Announcement: 03CY3950TLT
OPEN: 1/7/04 CLOSE: 1/23/04

WHO MAY APPLY: This term-limited temporary position is open to the general public. This is a **fully-benefited** (medical, dental, retirement) position that is expected to end by 3/31/05.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Christine Ynzunza, 700 5th Avenue, Suite 2300, Seattle, WA 98104, Fax 206-263-4834.** Email applications are encouraged at HRITS@metrokc.gov (all application materials must be included). Signatures on these documents will be obtained if you are invited for an interview. .Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) *PLEASE NOTE:* **Applications** not received at the location specified above and those that are not complete may not be processed**.**

*FORMS AND MATERIALS REQUIRED***:**
- A King County application form. Application forms may be found at http://www.metrokc.gov/ohrm/psd/howto.html.
- Resume
- Answers to the supplemental questionnaire
- Letter of interest detailing your background and describing how you meet or exceed the requirements

WORK LOCATION: 700 5th Avenue, Key Tower, Downtown Seattle, WA.

WORK SCHEDULE: This position is not overtime eligible.   The normal workweek is Monday through Friday 8:00 am to 5:00 pm.

PRIMARY JOB DUTIES: This position will define, manage, and implement e-Commerce infrastructure and technical support services as well coordinate with the e-Commerce business owners in establishing e-Commerce for King County. E-Commerce will provide another avenue of service to the residents of King County to procure products, services, or payment of taxes online rather than in-line. These services will be available to the general public via the internet. This position will establish and implement the e-Commerce environment. Once it's in an operational model, existing ITS staff will continue to manage the ongoing work. Duties include:
- Plan, develop and implement e-commerce applications in response to the needs of various County agencies.
- Define and propose policies and procedures relating to e-commerce services provided by the Application Development Services Section within the division.
- Consult with customers within the County to identify problems, solutions, strategies and resource requirements related to e-Commerce.
- Assist in the development of RFP's for e-Commerce services and Assist in the negotiation and award of e-commerce related contracts.
- Lead technical staff on the analysis, procurement, implementation and support of e-Commerce environments and coordinate integration tasks regarding e-commerce and existing systems.

QUALIFICATIONS: The successful candidate will have advanced project management skills in a technical environment. The projects must have covered multiple client bases and multiple agencies that involve both hardware, software, and business process. Other qualifications include:

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE http://www.metrokc.gov/ohrm/psd/openings.html Website Address (206)-296-8535 TTY

- Experience with procurement to include developing RFP's and negotiating contracts for e-Commerce services.
- Excellent oral and written communication skills.
- Software and database design management experience in a Windows/.Net/Relational environment.
- Advanced knowledge of computer, software and database industry standards.
- Experience with managed application environments that have included data analysis, integration, security, and data base retrieval methods.
- Experience with managed application environments that have included hardware/software installation and configuration
- The ability to analyze the information technology environment as well as business needs in order to propose organizational structures to address the operating requirements.
- The ability to coordinate with clients, understand their business needs, address sensitive issues that cross organizational lines and conflicting priorities.
- The ability to lead teams and build consensus.
- Excellent organizational and the ability to prioritize multiple tasks.
- The ability to manage and develop a detailed project plan.

DESIRED QUALIFICATIONS:
- Experience with managing e-Commerce projects.
- Experience managing projects within a large public institution/government entity.
- Experience working with electronic public access to on-line information data and related security concerns.

SELECTION PROCESS: Applications will be screened for qualifications and clarity. Competitive applicants may be invited to participate in an interview.

UNION MEMBERSHIP: This position is not represented by a union.

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CLASS CODE: 403702

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e-Commerce Project Manager
Supplemental Questionnaire
Information and Telecommunications Division
Job Announcement No.: 03CY3950

Please provide a concise written response to the following questions. You will be evaluated on your level and depth of experience, level of technical knowledge and clarity of response. Please include your name and job number at the top of each page.

1. Provide an example of a technical project that you managed. Provide detail regarding the scope, number of clients, technical staff involved, budget and duration. Please include the hardware, software and business function aspects of the project.

2. Discuss the system assignments that you have had and served in a lead role. What business functions did they support? Describe the size and scope of these systems. How many systems did you support concurrently?

3. Describe your experience with a systems development life cycle (SDLC) in creating new systems and supporting existing ones.

4. Describe your experience in the e-commerce environment, or relevant related experience.

5. Describe your experience in developing policy and procedure related to technical solutions to support multiple client business needs.

6. Describe your strengths and experience in the area of client management which would include but not be limited to: Expectations, requirements gathering, problem resolution.